



CHIEF EXECUTIVE OFFICER, HEALTH CARE (SAFETY)

OPEN – CONTINUOUS FILING

Position Information

It is anticipated that positions may exist with California Correctional Health Care Services at the following locations in the future:

- Avenal State Prison – Avenal, California and Pleasant Valley State Prison – Coalinga, California
- California Correctional Center – Susanville, California and High Desert State Prison – Susanville, California
- California Correctional Institution – Tehachapi, California
- California Health Care Facility – Stockton, California
- California Institution for Men – Chino, California
- California Institution for Women – Corona, California and California Rehabilitation Center – Norco, California
- California Medical Facility – Vacaville, California
- California Men's Colony – San Luis Obispo, California
- California State Prison, Corcoran – Corcoran, California
- California State Prison, Los Angeles – Lancaster, California
- California State Prison, Sacramento – Represa, California
- California State Prison, San Quentin – San Quentin, California
- California State Prison, Solano – Vacaville, California
- California Substance Abuse Treatment Facility and State Prison at Corcoran – Corcoran, California
- Calipatria State Prison – Calipatria, California and Centinela State Prison – Imperial, California
- Central California Women's Facility – Chowchilla, California and Valley State Prison – Chowchilla, California
- Chuckawalla Valley State Prison – Blythe, California and Ironwood State Prison – Blythe, California
- Correctional Training Facility – Soledad, California and Salinas Valley State Prison – Soledad, California
- Deuel Vocational Institution – Tracy, California and Sierra Conservation Center – Jamestown, California
- Folsom State Prison – Represa, California
- Kern Valley State Prison – Delano, California
- Mule Creek State Prison – Ione, California
- North Kern State Prison – Delano, California
- Pelican Bay State Prison – Crescent City, California
- Richard J. Donovan Correctional Facility – San Diego, California
- Wasco State Prison Reception Center – Wasco, California

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.

As a Chief Executive Officer, Health Care (Safety), the incumbent is responsible for planning, organizing, and coordinating the implementation of a health care delivery system in California Department of Corrections and Rehabilitation (CDCR) adult institutions; supervising health care program managers responsible for medical care, nursing care, mental health care, and dental care within the institution for purposes of ensuring the coordinated and effective delivery of quality care by multidisciplinary



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Health Care (Safety)**

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Position Information (Continued)

personnel; may supervise program managers responsible for all administrative services functions within health care; ensures adequate resources are requested to support health care operations; administers a multi-million dollar budget, multiple on-site clinics, and a delivery system that features a full range of medical, mental health, dental, pharmacy and medication management, and specialty care services across multiple levels of care; and performs other related duties.

Salary and Benefit Information

Currently, as of July 1, 2013: \$11,000 - \$13,993 per month.

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Either I

Experience: Three years of progressively responsible executive level experience in health care administration or medical management, which must have included at least two years with responsibility for supervision of a broad variety of clinical, administrative, management, and clinical support services in a setting comparable to those found within a large hospital, health maintenance organization, or other health care system.

And

Education: Possession of a Master's Degree in Public Health, Health Administration, Medical Management, Health Planning, Public Administration, or a closely related health professional or business management field.



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Minimum Qualifications (Continued)

Or II

Experience: Five years of progressively responsible executive level experience in health care administration or medical management which must have included at least three years with responsibility for supervision of a broad variety of clinical, administrative, management, and clinical support services in a setting comparable to those found within a large hospital, health maintenance organization, or other health care system.

And

Education: Possession of a Bachelor's Degree in health services administration or a related field.

Special Personal Characteristics: Incumbents must possess the willingness to work in a correctional facility; be empathetic and sympathetic and demonstrate a respectful understanding of patients in a state correctional facility or clinic. Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations and emergencies encountered on the job without endangering their own health and well-being or that of fellow employees, forensic clients, inmate-patients, or the public.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Knowledge of:

1. Issues and problems involved in managing the administrative, fiscal, and clinical services of a large and complex multidisciplinary health care delivery system.
2. Principles of personnel management and supervision of a multi-disciplinary workforce.
3. Principles, practices, and trends of organization and management as they relate to an institution health care setting.
4. Laws, rules, regulations, and standards pertaining to health care administration in a correctional setting.
5. Fiscal management practices.
6. Principles, practices, and trends of organizational leadership.
7. Cost and data management systems associated with patient care and evaluation of health care delivery systems.
8. Uses and application of information technology.



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Examination Information (Continued)

Knowledge of:

9. Current trends and developments in the field of health care administration.
10. Basic principles of emergency and disaster preparedness planning.
11. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Communicate effectively.
2. Plan, organize, direct, and evaluate health care and administrative services to meet treatment needs within an institution setting.
3. Establish and maintain cooperative working relationships with those contacted in the course of the work.
4. Evaluate information and make recommendations based upon data from management or automated systems.
5. Create and develop collaborative teams.
6. Analyze data and situations and take appropriate action.
7. Execute progressive discipline.
8. Motivate staff to accomplish common goals.
9. Prepare clear, concise, and comprehensive reports.
10. Effectively develop and implement strategies to accomplish program missions.
11. Develop staff and assess training and developmental needs.
12. Attract and recruit qualified staff.
13. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

How to Apply and Test

The Application and Training and Experience Assessment are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Chief Executive Officer, Health Care (Safety) is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.



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How to Apply and Test (Continued)

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 691-5894 to make specific arrangements.

Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 48 months after it is established, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

Veterans Points and Career Credits

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.